

Waiver Service Provider Billing Overview

The Wyoming Department of Health, Office of Healthcare Financing contracts with ACS as the state's Medicaid fiscal agent.

- ACS facilitates the enrollment of waiver service providers into the Wyoming Medicaid Program.
- The Children's Mental Health Waiver Program reviews Medicaid Provider Enrollment applications and signs off to verify that the applicant/provider has met the program's provider certification requirements. The applications are then sent to ACS for entry into the Medicaid payment claims system.
- ACS will then send each provider a welcome letter, the WINASAP software, tutorials, and a Medicaid Provider Manual.

ACS is the organization that facilitates payment for waiver service providers and EDI assists in the electronic billing process that allows for that payment.

 Utilize contact and troubleshooting information provided in this section to address billing related problems that may be encountered.

Service providers for the Children's Mental Health Waiver program <u>are required</u> to bill their waiver service claims electronically. This can be facilitated one of two ways:

- Installing the WINASAP billing software (free software) on your personal/agency computer.
 - This option saves provider and recipient specific information so it does not have to be re-entered each time claims are submitted.
 - Once claims information has been entered, it is transmitted via modem to EDI/ACS.
 - o Hardware requirements for both computer and modem must be met.
 - Software version updates are available for download on the Wyoming EqualityCare website.
- Utilizing the web portal option
 - o This option does not require software download and modem transmission.
 - With this option, provider and recipient specific information must be entered each time claims are submitted.
 - o Claims information is transmitted through the web portal to EDI/ACS.
 - No software version updates are required.

These options should be researched in more detail and evaluated for what is best for each provider or organization. Training manuals and tutorials are available on the Wyoming EqualityCare website.

Wyoming EqualityCare Website

http://wyequalitycare.acs-inc.com

This website should be considered a key resource for waiver service providers. The website provides access to:

- Bulletins and newsletters
- Manuals
- o Forms
- Software
- New user information
- o WINASAP software and version updates, training manuals, and tutorials
- Web portal claim and registration tutorials

Compliance with the Medicaid Provider Agreement is the responsibility of the individual waiver service provider, so be sure to <u>read this agreement carefully</u>!!

Also, <u>carefully read the Provider Manual</u> that you receive from ACS. It includes information that you are responsible to know and follow as an enrolled Medicaid Provider.

These key components are in addition to the provider requirements and procedures outlined in the Waiver Provider Procedure Manual.